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24 March 1952

Report from Room 1305, Week of 17 March - 21 March

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To :

From:

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1. Most of my time this week has been spent at Alcott Hall. The clerical instructors and I have been blocking out the Pool program for the next six weeks and working on lesson plans for the courses.

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2. Next week [redacted] will start a two-week course in filing at the Pool. [redacted] will audit it and teach it the next two weeks.

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3. I have talked with [redacted] in regard to giving instruction to clerical employees in office supplies. A meeting will be set up soon to arrange the details.

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4. It looks as though we will agree to give a six-week course to the four Air Force men requiring instruction in Air Force correspondence procedures. Had [redacted] not already taught this for the G.I.'s, it would be too much of an undertaking for this small number.

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5. [redacted] interview at [redacted] is arranged for Monday, 24 March.

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